

Executive Reg.stry

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GENERAL SERVICES ADMINISTRATION  
Washington 25, D. C.

March 8, 1950

PUBLIC BUILDINGS SERVICE CIRCULAR NO. 1

TO: The Heads of Executive Departments and Establishments

SUBJECT: Utilization and Disposal of Excess Real Property

1. Purpose. This Circular prescribes policy, regulations, and methods governing the reporting and utilization of excess real property and the disposal of surplus real property. This Circular is issued pursuant to the authority vested in the Administrator of General Services by the provisions of the Federal Property and Administrative Services Act of 1949, Public Law 152, 81st Congress.

2. Contents. The provisions of this Circular are grouped under the following headings:

1. Purpose
2. Contents
3. Definitions
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5. Basic Policy
6. Responsibilities of Holding Agencies
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3. Definitions.

a. Terms Defined in the Act. Terms not defined in subsection b. of this section which are defined in the Federal Property and Administrative Services Act of 1949, hereinafter referred to as the Act, shall in this Circular have the meaning given to them in the Act.

b. Other Terms.

- (1) "Administration" means the General Services Administration acting by or through the Administrator of General Services or a designated official to whom functions under this Circular have been delegated by the Administrator.

- (3) "Real property" means (i) any interest in land (except the public domain and lands reserved or dedicated for national forest or national park purposes) owned by the United States, including any wholly owned Government corporation, and any fixtures, appurtenances, and improvements of any kind located thereon; (ii) any fixtures, structures and other improvements (excluding standing timber and crops) owned by the United States; and (iii) any fixtures, structures and other improvements owned by the United States which are located on the public domain and lands reserved or dedicated for national forest or national park purposes or located on land that is not owned by the United States.
- (4) "Related personal property" as used herein means any personal property
- (a) Which is located in and (i) an integral or necessary part of, or (ii) essential to the use or productive capacity of land, fixtures, appurtenances and improvements, or
  - (b) Determined by the Administrator to be otherwise related to the real property.
- (5) "Excess" when used with respect to real property means any such property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.
- (6) "Surplus" when used with respect to any real property means any excess real property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator.
- (7) "Executive agency" means any executive department or independent establishment in the executive branch of the Government, including any wholly owned Government corporation.
- (8) "Federal agency" means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate and the House of Representatives).
- (9) "Holding agency" means the executive agency which has accountability for the property involved.
- (10) "Disposal agency" means the executive agency designated by the Administrator to dispose of surplus real property.

- (11) "Small business" means any concern whose aggregate number of employees, including its affiliates, is less than five hundred.
- (12) "State or local government" means a State, territory or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof.
- (13) "Industrial property" means any industrial manufacturing equipment or any industrial plant (including structures on land owned by or leased to the United States, substantially equipped with machinery, tools, and equipment) which is capable of economic operation as a separate and independent industrial unit and which is not an integral part of an installation of a private contractor, which industrial manufacturing equipment and industrial plants are under the control of any executive agency.
- (14) "Reserved materials" means uranium, thorium, and all other materials determined pursuant to section 5(b)(1) of the Atomic Energy Act of 1946 (60 Stat. 761), to be peculiarly essential to the production of fissionable material, contained, in whatever concentration, in deposits in lands to be disposed of under the Federal Property and Administrative Services Act of 1949.
- (15) "Airport" means any area of land or water which is used, or intended for use, for the landing and take-off of aircraft, and any appurtenant areas which are used, or intended for use, for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon.
- (16) "Airport property" as used in this Circular means any surplus real property including improvements and personal property located thereon as part of the operating unit, which, in the determination of the Administrator of Civil Aeronautics, is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport; or reasonably necessary to fulfill the immediate and foreseeable future requirements of the owner or operator for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from non-aviation businesses at a public airport.
- (17) "Landing area" as used herein means any land or combination of water and land, together with improvements thereon and necessary operational equipment used in connection therewith, which is used for landing, take-offs, and parking of aircraft. The term includes, but is not limited to, runways, strips, taxiways, and parking aprons.

4. Scope. This Circular provides for the economical and efficient utilization of excess real property and governs the disposal of all surplus real property located within the continental United States, Hawaii, Alaska, Puerto Rico and the Virgin Islands.
5. Basic Policy.
  - a. It is the policy of the Administrator to foster and assure maximum utilization of excess real property by Federal agencies. Each Federal agency shall, as far as practicable, fulfill its needs for real property by utilization of excess real property.
  - b. It is the policy of the Administrator that surplus real property shall be disposed of in the most economical manner consistent with the best interests of the Government.
  - c. It is the policy of the Administrator that surplus real property shall be disposed of promptly and in such a manner as -
    - (1) To encourage and foster employment opportunities;
    - (2) To strengthen and preserve the competitive positions of small business;
    - (3) To foster the development of new independent enterprises;
    - (4) To discourage monopoly, speculation and restraint of trade.
  - d. It is the policy of the Administrator to extend credit when justified.
  - e. It is the policy of the Administrator, in considering equivalent or substantially equivalent proposals, that surplus real property be disposed of to small business in preference to acceptance of offers from business concerns or groups which would tend to concentrate economic power.
6. Responsibilities of Holding Agencies.
  - a. Accountability, Care and Handling. The holding agency shall retain accountability for and be responsible for the expense of and the physical care, handling, protection, and maintenance of excess and surplus real property, including related personal property, pending its transfer to a Federal agency or disposal: Provided, however, That the expense of care, handling, protection, and maintenance of property not transferred or disposed of within twelve (12) months from the date it was formally reported excess shall be assumed by the disposal agency as of the first day of the succeeding quarter of the fiscal year.

b. Repairs and Improvements. The holding agency shall make or cause to be made repairs necessary for the protection and maintenance of the property. Consideration may be given to improvements or alterations which involve completion, conversion, or rehabilitation of the property, and the disposal agency may make commitments for such purposes as may be approved by the Administration. Any such improvements or alterations approved by this Administration may be made by the holding agency from funds allocated thereto by the disposal agency.

c. Taxes and Other Obligations. Payment of taxes, payments in lieu of taxes when authorized by Congress, rents, and insurance premiums and other obligations shall be the responsibility of the holding agency.

7. Utilization of Excess Real Property.

a. Survey of Real Property. Each executive agency shall continuously survey real property under its control and shall maintain its inventory of real property at the absolute minimum consistent with economical and efficient conduct of the affairs of the agency.

b. Report of Excess Property.

(1) Each executive agency shall formally report to the Administrator, pursuant to the provisions of this section, all real property which is excess, except as provided in General Services Administration Temporary Regulation No. 5.

(2) Related Personal Property. All excess related personal property as defined in section 3 b.(4) shall be reported as a part of the same report covering the excess real property.

(3) Government-Owned Real Property. Holding agencies shall report Government-owned excess real property ninety (90) calendar days in advance of the date such excess real property shall become available for transfer to another Federal agency. Where the circumstances will not permit excess real property to be reported a full ninety (90) calendar days in advance of the date it will be available, the report shall be made as far in advance of such date as possible, Provided, however, That holding agencies shall not report to the Administrator (a) real property and related personal property as excess property when the total estimated fair value of all of the component units of the property is less than \$1,000 as determined by the holding agencies, and (b) excess improvements located on Government-owned land in the custody of the Department of Defense which land is not excess and is not expected to become excess.

(4) Leasehold Interests in Real Property. Leasehold interests in real property determined to be excess shall be reported at least sixty (60) calendar days prior to the date on which notice of termination or cancellation is required by the terms of the instrument under which the property is occupied:

Provided, however, That leasehold interests are required to be reported hereby only when the terms of the instrument under which the property is occupied will permit transfer or assignment of the lease: Provided further, That leasehold interests in office, files, storage, and similar space where the total space leased does not exceed 2500 square feet may be disposed of without reference to the requirements of this subparagraph.

- (5) Report Form. Reports of excess real property shall be prepared in the form prescribed by Appendix A hereto and shall be filed with the appropriate field office of the General Services Administration within the region wherein the excess real property is located. All excess personal property covered by the report must be fully itemized. For the purposes of this Circular the appropriate field office shall be the Division Office of the Public Buildings Service, General Services Administration. See Appendix B.
- (6) Excess Industrial Property. A copy of each report of excess industrial property should be forwarded to the Secretary of Defense, Washington 25, D. C., by the reporting agency at the time the original report is submitted to the Division Office of the Public Buildings Service, General Services Administration.

c. Utilization.

- (1) Each executive agency shall, as far as practicable, make re-assignments of real property among activities within the agency when such property is determined to be no longer required for the purposes of the appropriation from which it was acquired.
- (2) Each executive agency shall, as far as practicable, pursuant to the provisions of this Circular, transfer excess property under its control to other Federal agencies and fulfill its requirements for real property by obtaining excess real property from other Federal agencies.
- (3) Notification of Need for Real Property. It shall be the responsibility of each executive agency continuously to make known to the Administration its needs for real property. Such needs shall be made known on the form prescribed in Appendix C hereto, and shall be submitted to the appropriate field office of the General Services Administration within the region wherein real property is needed (see Appendix B); however, where authority to seek real property is vested solely in the Washington Office of an executive agency, such needs may be submitted by that office directly to the General Services Administration, Washington 25, D. C. Needs for construction of new buildings or extensions of existing

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buildings shall be submitted on Form PBA-4-1, provided, however, that this subparagraph shall not apply to the construction of new buildings or the extension of existing buildings specifically authorized by law.

(4) Screening for Utilization.

- (a) Excess Government-owned real property reported by executive agencies shall be screened by the Administration for utilization by Federal agencies.
- (b) Reports by executive agencies of excess leasehold interests in real property shall be screened by the Administration in order to promote economical utilization by other Federal agencies. Such screening will be completed within thirty (30) calendar days after the date on which leasehold interest is reported excess, except for special cases in which the Administrator may approve other time limits.

(5) Notification of Availability. The General Services Administration shall continuously promote the utilization of excess real property and shall promptly advise any Federal agency of the availability of excess real property to fulfill its needs.

- d. Transfers of Excess Real Property. Transfers of excess real property between Federal agencies (except transfers for redistribution to other Federal agencies or transfers for disposal as surplus) shall be at the fair value thereof, except as otherwise provided by law.
- e. Determination of Fair Value. The fair value of excess real property, for the purposes of this section, shall be determined by the Administration.
- f. Temporary Utilization. Whenever the Administrator determines that the temporary assignment or reassignment of any space in excess real property to any Federal agency for office, storage, or related facilities would be more advantageous than the permanent transfer of such property, he may make such assignment or reassignment for such period of time as he shall determine. The Federal agency to which excess real property is temporarily assigned or reassigned shall make appropriate reimbursement for the expense of maintaining such space in the absence of appropriation available to the Administrator therefor.
- g. Withdrawals. Subject to the approval of the Administration, reports of excess real property may be withdrawn or corrected by the reporting agency at any time prior to transfer to another Federal agency or disposal. Request for withdrawals or notices of correction should be addressed to the appropriate General Services

Administration field office where the report of excess real property was filed.

- h. Determination of Surplus. Any real property reported excess under this Circular which is not designated by the Administration for utilization pursuant to the provisions of this Circular shall be considered to be surplus property, and the holding agency shall be notified of the date upon which such surplus determination becomes effective.

8. Disposal of Surplus Real Property

- a. Surplus real property and related personal property shall be disposed of by disposal agencies designated below:

- (1) The Department of Agriculture is hereby designated as the disposal agency for all surplus real property which the Administrator shall classify as "agricultural property," together with related personal property.
- (2) The holding agency is hereby designated as disposal agency for (a) all surplus leaseholds except airport property, (b) all real property and related personal property having a total estimated fair value of less than \$1,000 in accordance with Section 7 b.(3), and (c) improvements located on Government-owned land in the custody of the Department of Defense, which land is not excess and is not expected to become excess. Unless otherwise specifically directed by the Administrator, holding agencies are authorized pursuant to this paragraph to dispose of such real property and related personal property under applicable provisions of this Circular without notice to other Federal agencies, Provided, however, That the Department of Defense shall provide the Federal Security Administrator with appropriate notification of the availability for disposal of improvements located on Government-owned land in the custody of the Department of Defense, which land is not excess and is not expected to become excess.
- (3) The General Services Administration is hereby designated as the disposal agency for all surplus real property not assigned to any other disposal agency.

- b. Classification. Each surplus real property or, if the property is subdivided, each unit of property shall be classified by the disposal agency to determine the methods and conditions applicable to the disposition of the property. Classification shall be according to the estimated highest and best use for the property. The property may be reclassified from time to time by the disposal agency or by the Administration whenever such action is deemed appropriate.



- c. Studies by Disposal Agency. The disposal agency shall compile appropriate information regarding all real property to be disposed of.
- d. Transfer of Title Papers, Documents, Etc. The disposal agency may transfer to the purchaser of the property, as a part of the disposal transaction, any abstract of title, or title guaranty or title insurance policy, which relates to the property being transferred and which is no longer needed by the holding agency.
- e. Valuation and Appraisal.
  - (1) Except as otherwise authorized by the Administrator or as otherwise provided in this section, the disposal agency shall in all cases establish the fair value of the property available to it for disposition by appraisal thereof: Provided, however, That in those cases in which the property is classified as airport property or suitable for historic monuments and is to be disposed of to a State, local government, or tax-supported institution, no estimate need be made of the fair value of the property.
  - (2) The disposal agency shall have the property appraised by experienced and qualified appraisers familiar with the types of property to be appraised by them. Appraisal by any person engaged to collect or evaluate information pursuant to this Circular shall contain a certificate that he has no interest, direct or indirect, which would conflict in any manner or degree with the preparation and submission of an impartial report.
- f. National Industrial Reserve Properties. In the event that any disposal agency is unable to dispose of any surplus industrial plant because of the national security clause, after making every reasonable effort to do so, it shall notify the Secretary of Defense, indicating such modifications in the national security clause, if any, which in its judgment will make possible the disposal of the plant. The Secretary of Defense shall consider and agree to any and all such proposed modifications as in his judgment would be consistent with the purposes of the National Industrial Reserve Act. If, however, such clause is not modified or the requirements thereof waived, or if modified, such plant cannot then be disposed of under such modified clause, the Secretary of Defense shall direct that such plant be transferred to the National Industrial Reserve and such transfer shall be in the manner prescribed in Public Law 883, 80th Congress.
- g. Notice and Advertisement.
  - (1) Wide Publicity. The disposal agency shall widely publicize all surplus real property which becomes available for disposal hereunder, giving information adequate to inform interested persons of the general nature of the property and its possible

uses, as well as any reservations, restrictions, and conditions imposed upon its disposition. Such publicity shall be by public advertising or other appropriate public notice. The disposal agency may consult with local groups and organizations. The disposal agency shall, upon request, supply to bona fide potential purchasers and lessees adequate preliminary information and, with the cooperation of the holding agency where necessary, shall render such assistance to such persons as may enable them so far as feasible to acquire adequate information regarding the property. The disposal agency shall establish procedures so that all persons showing due diligence are given full and complete opportunity to make a proposal. All advertisements published pursuant to the requirements of this section shall contain a cut-off date for the submission of offers.

- (2) Inspection. All persons interested in the acquisition of surplus property available for disposal under this Circular shall, with the cooperation of the holding agency where necessary, be permitted to make a complete inspection of such property, including any available inventory records, plans, specifications, and engineering reports made in connection therewith, subject to any necessary restrictions in the interest of national security and subject to such rules and regulations as may be prescribed by the disposal agency.
- h. Submission of Proposals. All proposals to purchase shall be in writing and, in addition to the financial terms upon which the proposal is predicated, shall set forth the willingness of the offeror to abide by the terms, conditions, reservations, and restrictions upon which the property is offered, and shall contain such other information as the disposal agency may request.
- i. Acceptance of Offers.
  - (1) General. The disposal agency shall allow a reasonable period of time within which the successful bidder shall consummate the transaction and shall notify the successful bidder of the period allowed. If there are several acceptable offers at the same price or consideration, the offer to be accepted shall be selected as provided in paragraph (2) of this subsection. Disposal agencies may reject any offer.
  - (2) Equal Offers. If equal acceptable offers are received for the same property, selection shall be made by taking into consideration the policy enunciated in section 5 hereof and the intended use of the property.
  - (3) Notice to Unsuccessful Bidders. When an offer for surplus real property has been accepted, the disposal agency shall notify the unsuccessful bidders of such acceptance and return their deposits, if any, to them.

- (4) Absence of Acceptable Offers; Methods of Sale. If no acceptable offer is received, the disposal agency shall proceed to dispose of the property by negotiated sale, or other suitable method.

j. Form of Conveyance.

- (1) General. The deed or instrument of transfer shall be on a form prescribed by the Administrator. Disposals shall be by quitclaim deed unless the disposal agency finds that another form of conveyance is necessary to obtain a reasonable price for the property or to render the title marketable and unless the use of such other form of conveyance is recommended and approved by the U. S. Attorney General.
- (2) Conditions in Disposal Instrument. When the disposal agency extends credit, the purchaser shall agree that, until full payment is made, he will not resell the property without the prior written authorization of the disposal agency. Any deed, lease, or other instrument executed to dispose of property under this Circular, subject to reservations, restrictions, or conditions, as to the future use, maintenance, or transfer of the property, shall recite all representations and agreements pertaining thereto. Two conformed copies of any deed, lease or other instrument containing reservations, restrictions or conditions regulating the future use, maintenance, or transfer of the property shall be provided the Federal agency charged with enforcement of such reservations, restrictions or conditions.

- k. Title Transfer from Government Corporations. In order to facilitate the administration and disposition of real property when record title to such property is not in the name of the United States of America, the holding agency, upon request of the Administrator, shall deliver to the disposal agency a quitclaim deed, or other instruments of transfer without warranty, expressed or implied, transferring all of the right, title and interest of the holding agency in such property to the United States of America.

l. Disposal of Airport Property.

- (1) Property which is determined by the disposal agency to be available for disposal as airport property and which is determined by the Civil Aeronautics Administrator to be essential, suitable, or desirable for the development, improvement, operation, or maintenance, of a public airport, or reasonably necessary to fulfill the immediate and foreseeable future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from nonaviation business at a public airport, may, with the approval of the head of the disposal agency be conveyed or disposed of to any State, political subdivision thereof,

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municipality, or tax-supported institution without monetary consideration to the United States, but subject to the terms, conditions, reservations, and restrictions imposed as hereinafter set out. Upon the request of the Administrator of Civil Aeronautics, the Secretary of Defense, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force, any of such terms, conditions, reservations, or restrictions may be omitted, and any additional terms, conditions, reservations, or restrictions may be imposed if the Administrator of Civil Aeronautics, the Secretary of Defense, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force determines that such omission or inclusion is necessary to protect or advance the interests of the United States in civil aviation or for national defense. Before any such conditions, reservations, or restrictions are omitted or imposed upon the request of one of the named agencies information of such proposed change will be furnished to the other agencies.

- (2) Subject to the provisions of paragraph (1) above, such property shall be disposed of to such grantees subject to the following terms, conditions, reservations, and restrictions:
- (a) The property shall not be used, leased, sold, salvaged, or disposed of by the grantee or transferee for other than airport purposes without the written consent of the Administrator of Civil Aeronautics, which consent shall be granted only if the Administrator of Civil Aeronautics determines that the property can be used, leased, sold, salvaged, or disposed of for other than airport purposes without materially and adversely affecting the development, improvement, operation, or maintenance of the airport conveyed, or the airport at which such property is located.
  - (b) The property shall be used and maintained for public airport purposes without unjust discrimination.
  - (c) No exclusive right for the use of the airport conveyed, or the airport at which the property disposed of is located, shall be vested (either directly or indirectly) in any person or persons to the exclusion of others in the same class. For the purpose of this condition, an exclusive right is defined to mean any exclusive right to use the airport for conducting any particular aeronautical activity requiring operation of aircraft; any exclusive right to engage in the sale or supplying of aircraft, aircraft accessories, equipment, or supplies (excluding the sale of gasoline and oil), or aircraft

- (d) The grantee shall, insofar as it is within its powers, adequately clear and protect the aerial approaches to the airport by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards, and by preventing the establishment or creation of future airport hazards.
- (e) During any national emergency declared by the President or by the Congress, the United States shall have the right to make exclusive or nonexclusive use and have exclusive or nonexclusive control and possession, without charge, of the airport conveyed, or the airport at which the surplus property is located or used, or of such portion thereof as it may desire: Provided, however, That the United States shall be responsible for the entire cost of maintaining such part of the airport as it may use exclusively, or over which it may have exclusive possession and control, during the period of such use, possession, or control, and shall be obligated to contribute a reasonable share, commensurate with the use made by it, of the cost of maintenance of such property as it may use nonexclusively or over which it may have nonexclusive control and possession: Provided further, That the United States shall pay a fair rental for its use, control, or possession, exclusively or nonexclusively, of any improvements to the airport made without United States aid.
- (f) The United States shall at all times have the right to make nonexclusive use of the landing area of the airport conveyed, or the airport at which the surplus property is located or used, without charge: Provided, however, That such use may be limited as may be determined at any time (other than during the existence of a national emergency) by the Administrator of Civil Aeronautics to be necessary to prevent undue interference with use by other authorized aircraft: Provided further, That the United States shall be obligated to pay for damages caused by such use, or if its use of the landing area is substantial, to contribute a reasonable share of the cost of maintaining and operating the landing area, commensurate with the use made by it.
- (g) The grantee accepting a conveyance or transfer of surplus airport property shall release the United States from any and all liability it may be under for restoration or other damages under any lease or other agreement covering the use by the United States of any airport, or part thereof, owned, controlled, or operated by the grantee

upon which, adjacent to which, or in connection with which, the surplus property was located or used: Provided, That no such release shall be construed as depriving the grantee of any right it may otherwise have to receive reimbursement under section 17 of the Federal Airport Act for the necessary rehabilitation or repair of public airports heretofore or hereafter substantially damaged by any Federal agency.

- (h) In the event that any of the terms, conditions, reservations, and restrictions upon or subject to which the property is disposed of are not met, observed, or complied with, all of the property so disposed of, or any portion thereof, shall, at the option of the United States as exercised by the Civil Aeronautics Administrator, revert to the United States in its then existing condition.
- (3) Any airport property not disposed of pursuant to the provisions of this section shall be disposed of in accordance with other applicable provisions of this Circular, including, if appropriate, reclassification by the disposal agency.
- (4) In the disposal of surplus airport property under this section, the disposal agency may avail itself of the services of representatives of the Civil Aeronautics Administration in connection with the disposal of surplus airport property, and shall consult with and obtain the recommendations of the Civil Aeronautics Administration in all decisions pertaining to civil aviation. In addition, the Civil Aeronautics Administration shall furnish such technical assistance as the Administrator or the disposal agency may request and the Civil Aeronautics Administration is in a position to provide. The Administrator of Civil Aeronautics shall have sole responsibility for enforcing compliance with the terms and conditions of transfers and for the reformation, correction or amendment of any transfer instruments, and the granting of releases, and for taking any necessary action for recapturing such property in accordance with the provisions of Public Law 311, 81st Congress, dated October 1, 1949.

m. Disposal of Surplus Real Property for Use as Public Parks, Recreational Areas, or Historic Monuments.

- (1) Land, including improvements and equipment located thereon, which is determined by the Secretary of the Interior to be suitable and desirable for use as a public park, recreational area, or historic monument, for the benefit of the public may be conveyed or disposed of by the disposal agency, subject to approval of the head thereof, to a State or local government. In the case of conveyances for park or recreational areas, the price to be paid therefor shall be equal to fifty (50)

percentum of the fair value of the property conveyed, based on the highest and best use of the property at the time it is offered for disposal regardless of its former character or use. Conveyances of property for historic monument purposes shall be made without monetary consideration. No property shall be determined by the Secretary of the Interior to be suitable or desirable for use as an historic monument except in conformity with the recommendations of the Advisory Board on National Parks, Historic Sites, Buildings and Monuments established by section 3 of the act entitled "An Act for the Preservation of Historic American Sites, Buildings, Objects and Antiquities of National Significance, and for other purposes," approved August 21, 1935 (49 Stat. 666); if its area exceeds that necessary for the preservation and proper observation of the historic monument situated thereon; and if it was acquired by the United States at any time subsequent to January 1, 1900.

- (2) Transfers of property hereunder shall be subject to the following terms, conditions, reservations, and restrictions:
  - (a) The property shall be used and maintained for the purpose for which it is conveyed for a period of not less than twenty (20) years: Provided, That in the event such property ceases to be used or maintained for such purpose during such twenty (20) year period, the property shall in its then existing condition, at the option of the Secretary of the Interior, revert to the United States.
  - (b) Such other additional terms, reservations, restrictions, and conditions as may be included by the disposal agency in accordance with this Circular.

- n. Disposal of Surplus Real Property for Wildlife Conservation Under Public Law 537, 80th Congress. Pursuant to Public Law 537, and notwithstanding any other provisions of this Circular, the Department of the Interior or any State agency exercising jurisdiction over wildlife resources of the State wherein a particular property is located, may make application to the disposal agency for acquisition of real property owned in fee by the Government for wildlife conservation without exchange of funds or monetary consideration. Such application shall set forth in reasonable detail the purpose for which the property is to be used and any further information which might be required for a determination by the disposal agency. In evaluating the application, the disposal agency shall obtain written recommendation from the Fish and Wildlife Service, Department of the Interior, as to the value of the property for wildlife conservation purposes. Where the disposal agency having jurisdiction of the property determines that the property is chiefly valuable for wildlife conservation purposes, and if the head thereof determines that the property is available for wildlife conservation purposes, he may approve its disposition

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for such purposes. The approval by the head of the disposal agency shall be evidenced by an appropriate order designating the purpose for which the property so transferred shall be used and such order shall be published in the Federal Register. Disposals to a State agency hereunder will be subject to:

- (1) A reverter in case the property ceases to be used by such State for wildlife conservation or in the event the United States determines that the property is needed for national defense purposes.
- (2) A reservation to the United States of all oil, gas, and mineral rights.

o. Disposal of Surplus Real Property and Related Personal Property for Educational and Public Health Purposes.

- (1) Scope. This paragraph governs the assignment of surplus real property and related personal property to the Federal Security Administrator and the disposal of such property for educational or public health, including research, purposes.
- (2) Assignment to Federal Security Administrator
  - (a) Reports of excess real property and related personal property shall be available to the Federal Security Administrator for the purpose of screening in General Services Administration offices or at other designated points within 10 calendar days after reports of excess real property and related personal property have been received by this Administration. Such reports shall be made available to the Federal Security Administrator who shall determine within 20 calendar days thereafter whether such property is needed for school, classroom or other educational use or for use in the protection of public health including research, and who shall submit to the Administrator, recommendations for the assignment to him of such property (excluding improvements located on Government-owned land in the custody of the Department of Defense which land is not excess and is not expected to become excess).
  - (b) Holding agencies shall cooperate to the fullest extent possible with representatives of the Federal Security Agency in their inspection of the property and in furnishing information relating thereto.
  - (c) In recommending the assignment of surplus real property and related personal property, the Federal Security Administrator shall certify that such property is needed for educational or public health purposes, describe the property desired, state the intended disposition, and furnish such other information as the Administrator of General Services may, from time to time, prescribe.



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The Federal Security Administrator shall furnish a copy of the recommendation to the holding agency. If the recommendation is approved by the Administrator he will assign the property by letter or other document to the Federal Security Administrator for disposal and furnish a copy to the holding agency.

(3) Transfers.

- (a) Subject to the disapproval of the Administrator within thirty (30) calendar days after notice to him by the Federal Security Administrator of a proposed transfer of property for school, classroom, or other educational use or for public-health use, the Federal Security Administrator, through such officers or employees of the Federal Security Agency as he may designate, may sell or lease such real property and related personal property, including buildings, fixtures and equipment situated thereon for educational purposes and for public-health purposes, including research.
- (b) In fixing the sale or lease value of property to be disposed of under this paragraph, the Federal Security Administrator shall take into consideration any benefit which has accrued or which may accrue to the United States from the use of such property for educational or public-health purposes.
- (c) Prior to effecting a proposed transfer, the Federal Security Administrator shall submit a notice of a proposed transfer for consideration of the Administrator. The submission shall set forth adequate identification and description of the property, the name of the transferee, the terms and conditions of the sale or lease, and such other information as the Administrator may, from time to time, prescribe. In the absence of disapproval by the Administrator within thirty (30) calendar days from the date of the submission, the Federal Security Administrator shall prepare the transfer document or documents and take all other action necessary to accomplish transfer of the property. Upon transfer of the property by the Federal Security Administrator, duly authenticated copies of the transfer document or documents shall be furnished to the holding agency.
- (d) Protection, Maintenance, and Custody of Property Pending Transfer and Delivery to Transferee. Upon assignment of surplus real property and related personal property to the Federal Security Administrator and pending its transfer for educational or public-health uses pursuant to the provisions of this Circular, the holding agency shall

protect, maintain, and have custody of, and accountability for, such property: Provided, however, That the expense of care, handling, protection and maintenance of property not transferred or disposed of within twelve (12) months from the date it was reported excess shall be assumed by the disposal agency as of the first day of the succeeding quarter of the fiscal year.

- (4) Compliance and Releases. The Federal Security Administrator shall have responsibility for enforcing compliance with the terms and conditions of transfers and for the reformation, correction or amendment of any transfer instrument, and the granting of releases, and for taking any necessary action for recapturing such property. Such determinations and decisions of the Federal Security Administrator under the authorities and directions contained in section 203(k)(2) of the Act shall be subject to the disapproval of the Administrator within thirty (30) days after notice to him by the Federal Security Administrator of any action proposed to be taken. Such notice will identify the property affected, set forth in detail the proposed action and the reasons therefor. The Federal Security Administrator will be responsible for notifying transferees of the requirements of section 203(k)(2).
- (5) Recapture of Real Property and Related Personal Property by Federal Security Administrator. Upon termination of any lease or the reversion to the United States of real property and related personal property by reason of non-compliance with the terms and conditions of transfer, or for other cause, the Federal Security Administrator will determine whether there is further need for educational or public-health purposes, and if it is found that no such need exists, the property shall be reported to the General Services Administration as excess.

p. Disposal of Leasehold Interests and Improvements by Disposal Agencies.

- (1) Improvements - Leaseholds. Where a disposal agency holds for disposition surplus real property and related personal property under lease or other similar right of occupancy, with or without improvements thereon, such disposal agency:
  - (a) May dispose of the property subject to assumption by the purchaser of the obligations of the lease, unless such a transfer is prohibited by the terms of the lease or other instrument under which the interest was acquired, and may dispose of any structures or improvements located on or in the property, subject to such reservations, restrictions and conditions, if any, as the disposal agency deems necessary properly to protect the

By disposition of all or a portion thereof to the transferee of the leasehold interest for a consideration that is fair and reasonable under all the circumstances.

By disposition in accordance with contractual commitments, or

By transfer to the lessor or owner of the premises in full or partial satisfaction of any obligation to restore the premises, or upon a release by the lessor or owner of a restoration obligation plus the payment of a consideration that is fair and reasonable under all the circumstances, or

By disposition for removal from the site; or

- (b) May cancel the lease, by notice or negotiated agreement, and dispose of any structures or improvements located on or in the property, subject to such reservations, restrictions, and conditions, if any, as the disposal agency deems necessary properly to protect the interests of the United States in the same manner as described in subparagraph (a) above for the disposition of structures and improvements in those cases in which the lease is to be transferred or assigned, except that the method providing for disposition to the transferees or assignees of the leasehold or other similar right of occupancy would not be applicable.

- q. Disposition of Improvements, Government-Owned Land. In the case of Government-owned land, the disposal agency may dispose of structures and improvements with the land or intact and separate from the land. In either case, disposals shall be subject to applicable provisions of this Circular.
- r. Revocable Leases or Permits. A lease or permit may be granted by the disposal agency or the holding agency, with the approval of the disposal agency, to place surplus real property in productive use: Provided, That such lease or permit shall be made revocable on not to exceed thirty (30) days' notice by the disposal agency, and, Provided further, That the use and occupation will not interfere with, delay, or retard the disposition of the property. In such cases, an immediate right of entry to such property may be granted pending execution of the formal lease or permit. The

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lease or permit shall be for a consideration that is fair and reasonable under all the circumstances, with or without cash consideration, and shall be on such terms and conditions as are deemed appropriate properly to protect the interests of the United States.

s. Easements.

- (1) To Owner of Servient Estate. The disposal agency may with or without consideration, dispose of an easement to the owner of the land which is subject to the easement when it is determined that the easement has no commercial value and is no longer needed: Provided, That when any such easement was acquired for a substantial consideration such disposal shall be made at a consideration that is fair and reasonable under all the circumstances with due regard for any portion of the purchase price paid for severance damages.
- (2) To Others. Subject to the provisions of this Circular, a disposal agency may grant easements in or over real property: Provided, That where the disposal agencies determine that the granting of such easements substantially decreases the value of the property, the granting of the easement shall be for a consideration that is fair and reasonable.

t. Disposal of Surplus Real Property for Use as Shrines, Memorials or for Religious Purposes.

- (1) Definition. "Chapel" means any Government-owned building and improvement, including surplus fixtures or furnishings therein related or essential to the uses and purposes for which the chapel is to be used and maintained, which was designed for and used or intended to be used for religious activities and services.
- (2) Disposition - General. Surplus chapels shall be segregated from other buildings, and shall be disposed of intact, separate and apart from the land for use as shrines, memorials, or for religious purposes, except in cases in which the chapel is located on Government-owned land and the disposal agency determines that it may properly be used in place, in which cases a suitable area of land may be set aside for such purpose and sold with the chapel. Applications for chapels shall be submitted to the Chief of Chaplains of the service which had jurisdiction over the property during the period of Government use and shall be disposed of in accordance with his recommendation. If no recommendation is received from such Chief of Chaplains within 30 days of the date of receipt of the application by him, the disposal agency may select the purchaser on the basis of the needs of the applicants and the best

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interests of the community to be served. If no application is received for transfer of the property for shrine, memorial or religious uses, the Chief of Chaplains shall be notified accordingly, and disposal of the property shall be held in abeyance for a period not to exceed 60 days thereafter to afford additional time for the filing of applications. If no such application is received during the extended period, the property may be disposed of for uses other than shrine, memorial or religious purposes pursuant to other applicable provisions of this Circular.

- (3) Consideration. The sale price of the chapel will be a price equal to its fair value in the light of the conditions imposed relating to its future use and the estimated cost of removal where required; the sale price of the land will be a price equal to the fair value of the land.
- (4) Conditions of Transfer. All chapels disposed of pursuant to the authority of this paragraph shall be transferred subject to the condition that during the useful life thereof they be maintained and used as shrines or memorials, or for religious purposes and not for any commercial, industrial or other secular use.

u. Donation, Abandonment or Destruction. Surplus real property which has no commercial value or of which the estimated cost of continued care and handling would exceed the estimated proceeds from its sale may be abandoned, destroyed or donated to public bodies pursuant to the provisions of Temporary Regulation No. 5, effective August 28, 1949.

v. Reserved Materials.

- (1) In all disposals of lands hereafter made under the authority and provisions of this Circular except conveyances where all minerals, including reserved materials, are reserved to the United States; and any disposition of land which is not in excess of one acre and which is devoted primarily to a residential use, and
- (2) in all leases, permits or other authorization of whatever kind hereafter granted to remove minerals from such lands and all leases, permits or other authorizations which otherwise would preclude the United States from exercising its right to enter upon the lands and prospect for, mine, and remove minerals; there shall be included the following reservation:

All uranium, thorium, and all other materials determined pursuant to section 5(b)(1) of the Atomic Energy Act of 1946 (60 Stat. 761) to be peculiarly essential to the production of fissionable material, contained in whatever concentration, in deposits in the lands covered by this

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instrument are hereby reserved for the use of the United States, together with the right of the United States through its authorized agents or representatives at any time to enter upon the land and prospect for, mine, and remove the same, making just compensation for any damage or injury occasioned thereby. However, such land may be used, and any rights otherwise acquired by this disposition may be exercised, as if no reservation of such materials had been made; except that, when such use results in the extraction of any such material from the land in quantities which may not be transferred or delivered without a license under the Atomic Energy Act of 1946, as it now exists or may hereafter be amended, such material shall be the property of the United States Atomic Energy Commission, and the Commission may require delivery of such material to it by any possessor thereof after such material has been separated as such from the ores in which it was contained. If the Commission requires the delivery of such material to it, it shall pay to the person mining or extracting the same, or to such other person as the Commission determines to be entitled thereto, such sums, including profits, as the Commission deems fair and reasonable for the discovery, mining, development, production, extraction, and other services performed with respect to such material prior to such delivery, but such payment shall not include any amount on account of the value of such material before removal from its place of deposit in nature. If the Commission does not require delivery of such material to it, the reservation hereby made shall be of no further force or effect.

w. Submission to Attorney General and Approval by Regulatory Agencies.

- (1) Attorney General. In any case in which real property available for disposal hereunder cost \$1,000,000 or more, a complete statement of any proposed disposal to private interests which has been tentatively decided upon, including all information compiled or obtained by the disposal agency, shall be made available by the disposal agency to the Attorney General as required by section 207 of the Act.
- (2) Regulatory Agencies. All disposals of surplus transportation property shall be subject to the approval of any regulatory agency, Federal or State, having jurisdiction, by reason of the type of property involved, affecting such disposal.

x. Disposal Under Authority Other Than the Federal Property and Administrative Services Act of 1949 and sections 13(d), 13(g), and 13(h) of the Surplus Property Act of 1944, as Amended.  
Pursuant to section 502(c) of the Federal Property and Administrative Services Act of 1949, disposals of surplus real property

shall not be made under other laws, except as authorized by Section 502(d) of the Federal Property and Administrative Services Act of 1949, but shall be made only in strict accordance with the provisions of this Circular unless the Administrator, upon written application by the disposal agency shall consent in writing to a disposal under such other laws.

- y. Administration of Credit Disposals, Leases and Permits. Where credit is extended in connection with any disposition of surplus real property under this Circular or where such disposition is by lease or permit, the Administration shall enforce, adjust, and settle any right of the Government with respect thereto in such manner and upon such terms as the Administration deems to be in the best interest of the Government.
- z. Disposal Agency Compliance Functions. Subject to the provisions of paragraph (1) below, requiring referral of criminal matters to the Department of Justice, each disposal agency shall perform such investigatory functions as are necessary to insure compliance with the provisions of the Act and with the regulations, orders, directives, and policy statements of the Administrator.
  - (1) Extent of Investigations.
    - (a) Referral to Other Government Agencies. All information indicating violations by any person of Federal criminal statutes, or violations of section 209 of the Act, including but not limited to fraud against the Government, mail fraud, bribery, attempted bribery, or criminal collusion, shall be referred immediately to the Department of Justice for further investigation and disposition. Each disposal agency shall make available to the Department of Justice, or to such other governmental investigating agency to which the matter may be referred by the Department of Justice, all pertinent information and evidence concerning the indicated violations; shall desist from further investigation of the criminal aspects of such matters except upon the request of the Department of Justice; and shall cooperate fully with the agency assuming final jurisdiction in establishing proof of criminal violations. After making the necessary referral to the Department of Justice, inquiries conducted by disposal agency compliance organizations shall be limited to obtaining information for administrative purposes. Where irregularities reported or discovered involve wrongdoing on the part of individuals holding positions in Government agencies other than the agency initiating the investigation, the case shall be reported immediately to the Administrator for an examination in the premises.

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~~Reference Reports~~ shall be made of all compliance investigations conducted by each agency compliance organization. Each disposal agency shall maintain centralized files of all such reports at its respective departmental offices. Until otherwise directed by the Administrator, there shall be transmitted promptly to the Administrator one copy of any such report which contains information indicating criminality on the part of any person or indicating non-compliance with the Act or with the regulations, orders, directives, and policy statements of the Administrator. In transmitting such reports to the Administrator the agency shall set forth the action taken or contemplated by the agency to correct the improper conditions established by the investigation. Where any matter is referred to the Department of Justice, a copy of the letter of referral shall be transmitted to the Administrator.

9. Records and Reports. Disposal agencies shall prepare and maintain such records as will show full compliance with the provisions of this Circular and with the applicable provisions of the Act as to each disposal transaction hereunder. Such records shall be available for public inspection at all reasonable times. Reports shall be prepared and filed with the Administrator in such manner as may be specified by instructions issued pursuant to this Circular, subject to the approval of the Bureau of the Budget pursuant to the Federal Reports Act of 1942.
10. Regulations by Agencies to be Reported to the Administration. Each holding agency and disposal agency shall file with the Administration twenty-five (25) copies of all regulations, orders and instructions of general applicability which it may issue in furtherance of the provisions, or any of them, of this Circular.
11. Exceptions. Exceptions to any portions of the procedure set forth in this Circular may be made by direction of the Administrator.
12. Superseded Regulations. War Assets Administration Regulation No. 5, 13 FR 4736, as amended, (44 CFR Part 403) and General Services Administration Temporary Regulation No. 7, 14 FR 5727, are superseded. (See GSA Regulation on Real Property Utilization and Disposal.)
13. Effective Date. This Circular shall become effective immediately.

  
JESS LARSON  
Administrator



APPENDIX A

Instructions for the Preparation of GSA Form No. 30  
and attachments GSA Forms Nos. 30a, b, & c

REPORT OF EXCESS REAL PROPERTY

General Instructions

GSA Form No. 30 shall be used by holding agencies to report to the General Services Administration excess real property and related personal property therein as defined by applicable GSA regulations. Each report shall cover excess property at a single location only. The original and first two copies, with supporting schedules, shall be filed with the appropriate field office of the GSA (Appendix "B"). GSA Forms Nos. 30, and 30 a, b, & c, are prescribed by the General Services Administration for the period through December 31, 1950. On or before that date Standard forms for this purpose will be promulgated.

This form, conspicuously stamped "withdrawal" or "correction", shall likewise be used to withdraw or correct reports of excess previously filed with GSA. The withdrawal or correction shall clearly reflect the adjustments in each appropriate section of the report and shall reflect the same identifying number as the original report.

All figures of this report shall be shown in terms of whole numbers, without the use of fractions, decimals, etc., except for items (b) and (f) of Block 14.

Specific Instructions

BLOCK 1 - Enter the date on which the report is forwarded by the holding agency to the General Services Administration.

BLOCK 2 - Enter the number assigned by the holding agency to identify the report.

BLOCKS 3 AND 4 - DO NOT FILL IN.

BLOCK 5 - Enter the address of the appropriate office of the General Services Administration to which the excess property is being reported.

BLOCK 6 - Enter the name and address of the office transmitting the report. Show department and bureau, or other subdivision involved.

BLOCK 7 - Enter the name and address of the holding agency's representative to be contacted for further information about the reported property.

BLOCK 8 - Enter the name and address of the custodian of the reported property.

BLOCK 9 - Enter the official title or name used by the holding agency to identify the reported property. Enter the street address, city, county, and state for urban property, or the RFD address, county and state for rural

BLOCK 10 - Item (a) - Office

Number of buildings column - enter the total number of excess buildings which contain office space.

Floor area column - enter the gross floor area (in terms of square feet) of all the office space in all of the buildings.

Number of floors column - enter the total number of floors in the buildings which contain office space, in whole or in part.

Floor load capacity column - enter the range of the load capacity (in terms of pounds per square feet) of the floors containing office space. For example, "30 to 40" where the lowest capacity is 30 and the highest 40.

Clear head room column - enter the range of the clear head room of the office space.

Item (b) - Storage - Enter the information for storage space in the appropriate columns, in accordance with the instructions set forth under 10(a) above.

Item (c) - Other - Enter the information for other space uses (such as manufacturing, etc.) in the appropriate columns, in accordance with the instructions set forth under 10(a) above. Enter "floor load capacity" only if available, Specify "other" uses in the block 10e provided for this purpose.

Item (d) - Total - Enter the total number of buildings, total floor area, and total number of floors in the reported property. The figure for the total number of buildings and total number of floors shall represent an unduplicated count, and shall not be the total of the figures entered on lines a, b, and c, which may contain duplications, if one building or one floor is used for more than one purpose. The figures on this line shall equal the count of buildings reported on Schedule "A" and the totals of Columns (e) and (f) on the same schedule.

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BLOCK 11 - Enter the number of acres or square feet of land owned or controlled by the Government as follows, indicating the unit of measure used:

- (a) Fee
- (b) Leased
- (c) Other
- (d) Total - this figure shall equal the total of Column (e) on Schedule "B".

BLOCK 12 - Indicate the number of buildings and total floor area where the Government's interest in the property is as:

- (a) Owner
- (b) Tenant

Note: The total of the two columns shall agree with the Total (Item 10(d)) for the same two columns.

BLOCK 13 - Enter the detailed data for each category of property on appropriate schedules as follows:

Schedule A - Buildings, Structures, Utilities and  
Miscellaneous Facilities

Schedule B - Land

Schedule C - Related Personal Property

Cost Column - Enter the total cost of the different types of property on lines (a) to (c) as follows:

The cost shall include the original cost plus the costs of installation, improvements, betterments, etc.

Item (a) - Buildings, Structures, Utilities and Miscellaneous Facilities. This figure shall equal the total reflected in Block 3 of Schedule "A".

Item (b) - Land. This figure shall equal the total of Column (f) of Schedule "B".

Item (c) - Related Personal Property. This figure shall equal the total of Column (h) on Schedule "C".

BLOCK 14 - Where the Government's interest is that of a lessee, enter the following data:

- (a) Total amount of rent paid annually. This figure shall equal the total of Block 4 on Schedule "A" and Column (g) on Schedule "B".

- (b) Annual rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- (c) Date lease expires.
- (d) Notice required for renewal.
- (e) Terminate date of renewal rights.
- (f) Annual renewal rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- (g) Number of days within which the Government and lessor are privileged to exercise cancellation rights.

Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for items (b) and (f).

- BLOCK 15 - Enter the estimated direct annual cost to the holding agency of protecting and maintaining the property reported herein while it is excess.
- BLOCK 16 - If the net proceeds in the sale or transfer of the property are reimbursable, give the symbol and title of appropriation to be credited, or the name and address of the Government corporation to receive the proceeds.
- BLOCK 17 - Enter a brief description of the construction of the building, as for example, brick, frame, metal, and combinations thereof. Do not complete this section if more than one building is involved. Instead, this information will be shown in Column (c), Schedule "A". Indicate where complete plans and official specifications may be examined.
- BLOCK 18 - Specify use made by the holding agency of the property reported. For example, if the property is used for storage, specify the type of property stored; if used for manufacture, specify the product, etc.
- BLOCK 19 - Specify any possible uses of the property other than shown in Blocks 10 and 18, where applicable. For example, if suitable for storage, give the range of the types of commodities which could be stored; or if used for manufacture, what other products could be made in addition to that reported in Block 18.
- BLOCK 20 - Specify the names and addresses of the Federal agencies known to be interested in the property reported as excess. If the holding agency is cognizant of the interest of other Federal agencies, attach a list showing the names and addresses of such interested agencies.

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BLOCK 21 - Insert a concise but complete general description of the property, and state the general types of properties in the vicinity, such as "farm land", "residential", "industrial", etc. Give a brief history of the use of the property, including the purpose for which it was acquired by the Government. Also, state any special circumstances affecting the property not elsewhere covered.

BLOCK 22 - Self-explanatory.

BUILDINGS, STRUCTURES, UTILITIES AND MISCELLANEOUS FACILITIES

General Instructions

Schedule "A" shall be used by holding agencies to report to the General Services Administration the details concerning each of the buildings, miscellaneous structures, utilities and miscellaneous facilities reported as excess on GSA Form No. 30. This schedule shall be submitted in the original and first two copies as attachments to GSA Form No. 30, to be filed with the appropriate field office of the GSA.

This schedule, conspicuously stamped "withdrawal" or "correction", shall likewise be used to support withdrawals or corrections on GSA Form No. 30.

All figures on this schedule shall be shown in terms of whole numbers, without the use of fractions, decimals, etc.

Buildings and miscellaneous structures shall be the first items listed on the schedule. Required data for utilities and miscellaneous facilities, which lend themselves to separate reporting and delineation, shall be shown in the concluding sections of the schedule.

Specific Instructions

BLOCK 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 2 of GSA Form No. 30.

BLOCK 2 - DO NOT FILL IN.

BLOCK 3 - Where the Government is the owner, enter the estimated total cost to the Government of the buildings, structure, utilities and miscellaneous facilities, including the cost of improvements and betterments. The total of this column shall be equal to the figure reported on Item (a), Block 13, on GSA Form No. 30.

BLOCK 4 - Where the Government is a tenant, enter the actual rental cost to the Government of the buildings, structures, utilities and miscellaneous facilities. If the annual rental includes service, enter an "S" after the amount.

COLUMN (a) - Self-explanatory.

COLUMN (b) - Enter the building number assigned in the official general layout plan, identifying the specific building or structure. Attach, where applicable, copy of the official general layout plan of the installation, and a copy of the building layout plan for office or storage space.

- (1) Type, such as barracks, warehouse, shop, administration, etc.
- (2) Type of construction, such as brick, steel, frame, concrete, or combinations thereof.
- (3) Date of construction.
- (4) Enter a general description of the utilities and miscellaneous facilities connected with the excess real property, including railroad trackage, docks, wash racks, gasoline storage facilities, etc. Attach map showing the location of utilities for posts, camps, stations and airports.

COLUMN (d) - Enter the over-all outside dimensions of rectangular building or structure described in Column (c), **excluding** buildings of irregular shape. Enter "IR" for irregular shaped buildings.

COLUMN (e) - Enter gross floor area of the building or structure. The total of this column shall equal the figure reported in the Column "Floor Area", Item (d), Block 10, GSA Form No. 30.

COLUMN (f) - Indicate number of floors (excess) in the building or structure, excluding the basement. If the building has a basement, indicate by entering the letter "B". The total of this column shall equal the figure reported in the column "No. of Floors", Item (d), Block 10 of GSA Form No. 30.

(Note: For columns (e) and (f) prefix figures with symbols to denote type of space as follows:  
(a) for office; (b) for storage; and (c) for other. The total of each such category shall equal the total on lines (a), (b), and (c) of Columns (3) and (4) in Block 10 of GSA Form No. 30.

COLUMN (g) - Enter the range of clear head room in the building or structure. For example, "10 to 15 feet".

COLUMN (h) - Enter the range of the floor load capacity of the building or structure, by type of building or structure, if available and if significant.

COLUMN (i) - Describe any known or desired restrictions on the use or transfer of the Government's interests, including legal and zoning restrictions, contamination, national security clause, etc., in the items reported on the schedule.

SCHEDULE "B"LANDGeneral Instructions

Schedule "B" shall be used by holding agencies to report to the General Services Administration the details concerning land reported as excess on GSA Form No. 30. This schedule shall be submitted in the original and first two copies as attachments to GSA Form No. 30, to be filed with the appropriate field office of the GSA.

This schedule, conspicuously stamped "withdrawal" or "correction", shall likewise be used to support withdrawals or corrections on GSA Form No. 30.

Specific Instructions

BLOCK 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 2 of GSA Form No. 30.

BLOCK 2 - DO NOT FILL IN.

BLOCK 3 - Check the appropriate boxes to indicate the Government's interest in the land detail reported on each sheet.

COLUMN (a) - Self-explanatory.

COLUMN (b) - For Government-owned land, enter the tract number of the land under which the tract was acquired. Attach a copy of the original land acquisition map, identifying the individual tracts reported excess.

COLUMN (c) - Self-explanatory.

COLUMN (d) - Enter the total amount of land in square feet or acres in which the Government has an interest, either as owner or tenant, with respect to the tract being reported.

COLUMN (e) - Enter the total number of acres or square feet of land being reported herein as excess. The total of this column shall equal the figure reported on Item (d), Block 11 in GSA Form No. 30.

COLUMN (f) - Where the land is Government-owned, enter the cost of the excess land to the Government. The total of this column shall equal the figure reported on Item (b), Block 13, on GSA Form No. 30, (rounded to the nearest dollar).



COLUMN (g) - Where the Government is a tenant, enter the annual rental cost to the Government of the excess land, where the lease covers land only.

COLUMN (h) - Describe the method whereby the land was acquired, such as condemnation, purchase, lease, etc.

COLUMN (i) - Enter the name and address of the custodian of the title papers for Government-owned property.

COLUMN (j) - Describe any reservations or exceptions running with the land or imposed by the holding agency, such as outstanding mineral rights, easements, roads, right-of-ways, railroads, contamination, etc. Attach an attorney's statement or report on the Government's legal title, if available. If such a certificate or report is not available at the time that the report is filed, it shall be furnished by the holding agency as soon as it becomes available.

SCHEDULE "C"RELATED PERSONAL PROPERTYGeneral Instructions

Schedule "C" shall be used by the holding agencies to report to the General Services Administration the details concerning the excess personal property which is related to the excess real property (Government-owned and leased) reported on GSA Form No. 30. This schedule shall be submitted in the original and first two copies as attachments to GSA Form No. 30, to be filed with the appropriate field office of the General Services Administration.

This schedule, conspicuously stamped "withdrawal" or "correction", shall likewise be used to support withdrawals or corrections on GSA Form No. 30.

All figures shown on this report shall be in terms of whole numbers, except column (g), "unit cost".

Specific Instructions

BLOCK 1 - Enter the code number of the single major group (2 digits) of the Standard Commodity Classification in which the items listed on the report are classified. Use separate sheets for each 2 digit commodity classification.

BLOCK 2 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 2 of GSA Form No. 30.

BLOCK 3 - DO NOT FILL IN.

COLUMN (a) - Enter the consecutive numbers, starting with "1" on each page, for each item listed, leaving a blank lined space across columns between successive property items.

COLUMN (b) - The holding agency shall describe the property in sufficient detail to furnish an adequate basis for utilization and disposal, including manufacturer's part number, standard catalog reference numbers, etc.

COLUMN (c) - Wherever practicable, enter the detailed classification numbers, for each item according to the Standard Commodity Classification.

COLUMN (d) - Indicate condition of property by the following combination letter - number code:

Means

N - New

E - Used

O - Used, usable without repairs.

Means

1. Excellent

2. Good

3. Fair

4. Poor

It is used, repairs required.

- X - Items of no further value for use as originally intended, but of possible value other than as scrap.

In stating the condition of consumer goods (excluding food) use only the letter code. For capital and producer goods, a letter - number combination must be used, except in the case of Code "X". For example, N-4 means new but in poor condition.

Where the condition code does not provide an accurate description of the property condition, leave this column blank and in appropriate language describe the condition of the property in Column (b) "Description". If any legal restrictions exist (including patent restrictions) as to the power of holding agencies to transfer or dispose of property reported as excess, report shall include a statement truly indicating such restrictions.

- COLUMN (e) - Indicate unit of measure for the container package or other applicable customary sales unit, such as pounds, tons, dozens, gross, thousands, etc. Distinguish between long, short and metric ton.
- COLUMN (f) - Specify the quantities of each item reported excess in terms of the "unit" used in Column (e).
- COLUMN (g) - Insert the recorded procurement cost per unit or, in its absence, the estimated original cost per unit (in dollars and cents), including the transportation or installation costs, if available.
- COLUMN (h) - Compute total costs, that is "number of units" multiplied by "unit costs" equals "total cost". The total cost of all items reported in Schedule "C" shall equal the figure reported on Item (c), Block 13, on GSA Form No. 30.
- COLUMN (i) - DO NOT FILL IN.

|   |  |   |                                |                                    |   |                           |                 |
|---|--|---|--------------------------------|------------------------------------|---|---------------------------|-----------------|
| FORM NO. 30<br>3-1-50<br>This form expires<br>September 31, 1950<br><b>GENERAL SERVICES ADMINISTRATION</b><br><b>REPORT OF EXCESS</b><br><b>REAL PROPERTY</b> |  |   |                                | 1. DATE REPORTED                   |   | 2. HOLDING AGENCY NUMBER  |                 |
|   |  |   |                                | 3. DATE RECEIVED                   |   | 4. GSA CONTROL NUMBER     |                 |
| TO: GENERAL SERVICES ADMINISTRATION   |  |   |                                | ADDRESS                            |   |                           |                 |
| FROM: (Name of Holding Agency)  |  |   |                                | ADDRESS                            |   |                           |                 |
| NAME OF REPRESENTATIVE TO BE CONTACTED  |  |   |                                | ADDRESS                            |   |                           |                 |
| NAME OF CUSTODIAN   |  |   |                                | ADDRESS                            |   |                           |                 |
| PROPERTY IDENTIFICATION   |  |   |                                | PROPERTY ADDRESS AND FULL LOCATION |   |                           |                 |
| SPACE USE<br>(1)  |  | NUMBER OF<br>BUILDINGS<br>(2)           | FLOOR AREA<br>(SQ. FT.)<br>(3) | NUMBER OF<br>FLOORS<br>(4)         | FLOOR LOAD<br>CAPACITY<br>(5)                 | CLEAR<br>HEAD ROOM<br>(6) | 11. LAND<br>(1) |
| OFFICE  |  |   |                                |                                    |   |                           | a. FEE          |
| STORAGE   |  |   |                                |                                    |   |                           | b. LEASED       |
| OTHER (See 10e)   |  |   |                                |                                    |   |                           | c. OTHER        |
| TOTAL   |  |   |                                |                                    |   |                           | d. TOTAL        |
| GOV'T. INTEREST   |  | 10e. SPECIFY "OTHER" USE ENTERED IN 10c |                                |                                    |   |                           |                 |
| OWNER   |  |   |                                |                                    |   |                           |                 |
| TENANT  |  |   |                                |                                    |   |                           |                 |
| COST TO THE GOVERNMENT  |  | SCHEDULE                                | COST                           |                                    | 14. LEASEHOLD DATA                            |                           |                 |
| BUILDINGS, STRUCTURES,<br>UTILITIES AND<br>MISCELLANEOUS FACILITIES   |  | A                                       | \$                             |                                    | a. TOTAL ANNUAL RENTAL \$                     |                           |                 |
| LAND  |  | B                                       |                                |                                    | b. ANNUAL RENT PER SQ. FT. OR ACRE \$         |                           |                 |
| RELATED PERSONAL PROPERTY   |  | C                                       |                                |                                    | c. DATE LEASE EXPIRES                         |                           |                 |
| TOTAL   |  |   | \$                             |                                    | d. NOTICE REQUIRED FOR RENEWAL                |                           |                 |
| ANNUAL PROTECTION AND MAINTENANCE COST TO GOVERNMENT<br>(GOVERNMENT-OWNED OR LEASED) \$   |  |   |                                |                                    | e. TERMINAL DATE OF RENEWAL RIGHTS            |                           |                 |
|   |  |   |                                |                                    | f. ANNUAL RENEWAL RENT PER SQ. FT. OR ACRE \$ |                           |                 |
|   |  |   |                                |                                    | g. TERMINATION RIGHTS (IN DAYS)               |                           |                 |
|   |  |   |                                |                                    | LESSOR GOVERNMENT                             |                           |                 |
| DISPOSITION OF PROCEEDS   |  |   | 17. TYPE OF CONSTRUCTION       |                                    |   |                           |                 |
| HOLDING AGENCY USE  |  |   |                                | 19. RANGE OF POSSIBLE USES         |   |                           |                 |
| NAMES OF INTERESTED FEDERAL AGENCIES KNOWN TO HOLDING AGENCIES  |  |   |                                |                                    |   |                           |                 |
| REMARKS:  |  |   |                                |                                    |   |                           |                 |
| REPORT AUTHORIZED BY HOLDING AGENCY   |  |   |                                |                                    |   |                           |                 |
| Name  |  |   |                                | Signature                          |   |                           |                 |
| Title   |  |   |                                | Date                               |   |                           |                 |

GENERAL SERVICES ADMINISTRATION

501-50  
This form expires  
December 31, 1950

**BUILDINGS, STRUCTURES, UTILITIES, AND**

MISCELLANEOUS FACILITIES

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3. COST TO THE GOVERNMENT 4. ANNUAL RENTAL

**SCHEDULE A - SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY**

5. PAGE OF PAGES  
OF THIS SCHEDULE

| LINE NO.<br>(a) | HOLDING AGENCY BUILDING NUMBER<br>(b) | DESCRIPTION<br>(c) | OUTSIDE DIMENSIONS<br>(d) | FLOOR AREA*<br>(SQ. FT.)<br>(e) | NUMBER OF FLOORS*<br>(f) | CLEAR HEAD ROOM<br>(g) | FLOOR LOAD RANGE<br>(h) | RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST<br>(i) |
|-----------------|---------------------------------------|--------------------|---------------------------|---------------------------------|--------------------------|------------------------|-------------------------|---|
| 1               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 2               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 3               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 4               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 5               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 6               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 7               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 8               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 9               |                                       |                    |                           |                                 |                          |                        |                         |   |
| 10              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 11              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 12              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 13              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 14              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 15              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 16              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 17              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 18              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 19              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 20              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 21              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 22              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 23              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 24              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 25              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 26              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 27              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 28              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 29              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 30              |                                       |                    |                           |                                 |                          |                        |                         |   |
| 31              |                                       |                    |                           |                                 |                          |                        |                         |   |
| TOTAL           |                                       |                    |                           |                                 |                          |                        |                         |   |

\*Prefix figures with symbols to denote type of space, as follows: (a) FOR OFFICE; (b) FOR STORAGE; (c) FOR OTHER

3-1-50

This form expires  
December 31, 1950

## GENERAL SERVICES ADMINISTRATION

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LEASE ☐  
PERMIT ☐  
EASEMENT ☐  
INFORMAL ☐  
AGREEMENT ☐LICENSE ☐  
EASEMENT ☐  
INFORMAL ☐  
AGREEMENT ☐

2. GSA NUMBER

4. PAGE OF PAGES  
OF THIS SCHEDULE

## SCHEDULE B - SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

| LINE NO. | TRACT NUMBER | NAME OF FORMER OWNER OR LESSOR AND ADDRESS (c) | TRACT ACQUIRED (ACRES OR SQ. FT.) (d) | EXCESS REAL PROPERTY     |          |                   | TYPE OF ACQUISITION (h) | LOCATION OF TITLE PAPERS (i) | RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (j) |
|----------|--------------|--|---------------------------------------|--------------------------|----------|-------------------|-------------------------|------------------------------|--|
|          |              |  |                                       | ACRES OR SQUARE FEET (e) | COST (f) | ANNUAL RENTAL (g) |                         |                              |  |
| 1        |              |  |                                       |                          |          |                   |                         |                              |  |
| 2        |              |  |                                       |                          |          |                   |                         |                              |  |
| 3        |              |  |                                       |                          |          |                   |                         |                              |  |
| 4        |              |  |                                       |                          |          |                   |                         |                              |  |
| 5        |              |  |                                       |                          |          |                   |                         |                              |  |
| 6        |              |  |                                       |                          |          |                   |                         |                              |  |
| 7        |              |  |                                       |                          |          |                   |                         |                              |  |
| 8        |              |  |                                       |                          |          |                   |                         |                              |  |
| 9        |              |  |                                       |                          |          |                   |                         |                              |  |
| 10       |              |  |                                       |                          |          |                   |                         |                              |  |
| 11       |              |  |                                       |                          |          |                   |                         |                              |  |
| 12       |              |  |                                       |                          |          |                   |                         |                              |  |
| 13       |              |  |                                       |                          |          |                   |                         |                              |  |
| 14       |              |  |                                       |                          |          |                   |                         |                              |  |
| 15       |              |  |                                       |                          |          |                   |                         |                              |  |
| 16       |              |  |                                       |                          |          |                   |                         |                              |  |
| 17       |              |  |                                       |                          |          |                   |                         |                              |  |
| 18       |              |  |                                       |                          |          |                   |                         |                              |  |
| 19       |              |  |                                       |                          |          |                   |                         |                              |  |
| 20       |              |  |                                       |                          |          |                   |                         |                              |  |
| 21       |              |  |                                       |                          |          |                   |                         |                              |  |
| 22       |              |  |                                       |                          |          |                   |                         |                              |  |
| 23       |              |  |                                       |                          |          |                   |                         |                              |  |
| 24       |              |  |                                       |                          |          |                   |                         |                              |  |
| 25       |              |  |                                       |                          |          |                   |                         |                              |  |
| 26       |              |  |                                       |                          |          |                   |                         |                              |  |
| 27       |              |  |                                       |                          |          |                   |                         |                              |  |
| 28       |              |  |                                       |                          |          |                   |                         |                              |  |
| 29       |              |  |                                       |                          |          |                   |                         |                              |  |
| 30       |              |  |                                       |                          |          |                   |                         |                              |  |
| 31       |              |  |                                       |                          |          |                   |                         |                              |  |
| 32       |              |  |                                       |                          |          |                   |                         |                              |  |
| TOTAL    |              |  |                                       |                          |          |                   |                         |                              |  |



GENERAL SERVICES ADMINISTRATION  
DIVISION OFFICES OF PUBLIC BUILDINGS SERVICE

| <u>States Supervised</u>                            | <u>Name of Division Engineer</u> | <u>Address of Division Engineer</u>  |
|---|----------------------------------|--|
| New York<br>New Jersey                              | John J. McNeely                  | Rm. 731 U.S. Custom House,<br>New York 4, New York<br>Whitehall 4-4300                       |
| Del., Md., Ohio,<br>Penna., Va., and<br>W. Va.      | William A. Miller                | Rm. 902, U.S. Custom House<br>and Appraisers Stores,<br>Philadelphia 6, Pa.<br>Market 7-6000 |
| Ala., Fla., Ga.,<br>Miss., N.C., Tenn.,<br>and S.C. | Lloyd Gensel                     | Rm. 303, Federal Annex<br>Atlanta 3, Georgia<br>Walnut 4121                                  |
| Ill., Ind., Ky.,<br>Mich., and Wisc.                | Earl H. Lund                     | Rm. 1124, Post Office Bldg.,<br>Chicago 7, Illinois<br>Andover 3-3600                        |
| Iowa, Kan., Mo.,<br>Minn., Nebr., N.D.,<br>S.D.     | Karl L. Hullsick                 | Rm. 2100 Fidelity Building<br>Kansas City 6, Missouri<br>Harrison 6464                       |
| Ark., La., Okla.,<br>Texas                          | Irving D. Porter                 | Room 550<br>Post Office Building<br>Dallas, Texas<br>Riverside 6951                          |
| Ariz., Nev.,<br>Hawaii, Calif.                      | Harold K. Cottrill               | Room 838<br>Appraisers Building<br>San Francisco 11, Calif.<br>Yukon 6-3111                  |
| Alaska, Idaho<br>Mont., Ore., Wash.                 | Louis W. Friberg                 | Rm. 123, U.S. Court House,<br>Seattle 4, Washington<br>Seneca 3100                           |
| Colo., Utah,<br>Wyom., N. Mex.                      | Stanley G. Greene                | Rm. 476<br>New Custom House<br>Denver 2, Colorado<br>Keystone 4151                           |
| Conn., Maine,<br>Mass., N.H.,<br>R.I., Vermont      | Clayton R. Haden                 | Rm. 620, Post Office and<br>Courthouse<br>Boston 9, Massachusetts<br>Liberty 2-5600          |



Instructions for the Preparation of GSA Form No. 31

REQUEST FOR SPACE ACTION OR LEASE CLEARANCE

General Instructions

GSA Form No. 31 shall be submitted by executive agencies to the General Services Administration for either of the following:

1. To make their needs for real property known to the General Services Administration, or
2. To secure lease clearance from the General Services Administration.

The original and first two copies shall be filed with the appropriate field office of GSA listed in Appendix B of Public Buildings Service Circular No. , having jurisdiction over the area in which the requested space is located. If space acquisition authority is centralized in the Washington Office of the requesting agency, the report shall be filed with the General Services Administration, Washington, D. C.

GSA Form No. 31 is prescribed by the General Services Administration for the period through December 31, 1950, and replaces Standard Form No. 81 promulgated August 1, 1947. On or before December 31, 1950 Standard Form No. 81 will be revised.

Authorization for preliminary leasing (item 29b) granted on "Request for Space Action" is not to be construed as the granting of a lease clearance.

All leases under consideration, after preliminary leasing authority has been granted by GSA, must be submitted to GSA for final clearance by the use of this form as a lease clearance request.

Specific Instructions

- BLOCK 1 - Check (X) this box if submission is a request for action on space requirements.
- BLOCK 2 - Check (X) this box if submission is for lease clearance.
- BLOCK 3 - Enter the date on which the request form is prepared.
- BLOCK 4 - Enter the requesting agency's identifying number.
- BLOCK 5 - DO NOT FILL IN.
- BLOCK 6 - Enter the city or other identifying information, and state wherein the requested real property is required or located.
- BLOCK 7 - Enter the name of the requesting department or agency.

BLOCK 9 - Enter the name of the branch, division, or other organizational unit that will use the requested space.

BLOCK 10 - Enter the address of the requesting office.

BLOCK 11 - If the agency field office has authority to acquire space, enter the address of the office of the General Services Administration controlling the area in which the requested space is located. If space acquisition authority is centralized in the Washington office of the requesting agency enter the Washington office address of General Services Administration.

Space Action Data Only (Blocks 12 through 15)

BLOCK 12 - Check (X) the type of space action requested.

BLOCK 13 - Check (X) "yes" if funds are available at this time; check (X) "no" if funds are not available.

BLOCK 14 - a. Enter estimated number of personnel that will occupy space on a seasonal or peak basis.

b. Enter estimated number of personnel that will occupy space on a permanent basis.

BLOCK 15 - Check either a or b whether space is desired on a permanent or temporary basis; enter in c the date upon which occupancy should begin. If space is for a temporary period, indicate also the termination date.

Lease Clearance Data Only (Blocks 16 through 25)

This part is to be used in a request for lease clearance after the General Services Administration has authorized preliminary leasing when suitable excess or other space is not available. When lease clearance is requested GSA Form No. 31 must be accompanied by a Postmaster's statement as to nonavailability of space. A copy of lease clearance action signed by an authorized GSA official is required before acquisition of the space.

BLOCK 16 - Check type of lease clearance requested.

BLOCK 17 - Enter building name and address of space to be leased. If space is for only a portion of a building, identify the room numbers involved.

BLOCK 18 - Enter lessor's name.

BLOCK 20 - Enter the number of days' notice required to renew lease.

BLOCK 21 - Enter the terminal date of Government renewal rights.

BLOCK 22 - Enter the annual rental to the nearest dollar.

BLOCK 23 - Enter the average annual rental cost per square foot.

BLOCK 24 - In a and b indicate the number of days' notice required to cancel all or any part of the space by the Government and the lessor.

BLOCK 25 - The submitting agency shall enter the requesting agency number and the GSA control number which had been assigned to the original "Request for Space Action" and for which GSA had given preliminary leasing authority.

Space Action and Lease Clearance Data (Blocks 26 and 27)

BLOCK 26 - Enter the details concerning the space, showing the breakdown by type and purpose. Enter floor load in lbs. per square foot; ceiling height in ft. and inches, and number of rooms only if they are pertinent factors in acceptability of space.

BLOCK 27 - Enter facilities and special requirements including such items as trackage, dockage, particular location, heat, light, water, char service, etc.

BLOCK 28 - Requesting Agency Signature

Section (c) is for the entry of the name, title, and signature of the authorized official of the requesting agency. Check (a) if the submission is for space action; check (b) if the submission is for lease clearance. The certification clause is applicable only on a lease clearance request.

BLOCK 29 - General Services Administration Signature

Note: To be filled in only by the General Services Administration.

This section is for the entry under d of the name, title, and signature of the authorized official of the General Services Administration who shall check the appropriate box indicating;

- a. Space referred for review (see attached) check this box if Federally controlled space or other excess space is available for transfer. A copy of a "Report of Excess Real Property" or a statement of available Federally-controlled space will be attached.

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space is not available to meet the requirements of  
the Space Action Request); or

- c. Authorization for acquisition of space (as a result  
of a Lease Clearance Request).

FORM NO. 31  
3-1-50  
form expires  
March 31, 1950

GENERAL SERVICES ADMINISTRATION

## REQUEST FOR SPACE ACTION OR LEASE CLEARANCE

**INSTRUCTIONS:** If requesting space action, fill in blocks 1, 6 to 15, 26, 27, 28a and c. If requesting lease clearance, fill in blocks 2, 3, 4, 6 to 11, 16 to 27, 28b and c.  
In all correspondence relating to a space action request or request for lease clearance, indicate agency request number and GSA control number assigned to original action.

TO: GENERAL SERVICES ADMINISTRATION  
ADDRESS:

|  |   |                    |
|--|---|--------------------|
| 1. SPACE ACTION REQUEST <input type="checkbox"/> | 2. LEASE CLEARANCE REQUEST <input type="checkbox"/> |                    |
| 3. DATE  | 4. AGENCY REQUEST NO.                               | 5. GSA CONTROL NO. |
| 6. SPACE LOCATION (CITY AND STATE)               |   |                    |
| 7. REQUESTING DEPARTMENT OR AGENCY               |   |                    |
| 8. BUREAU OR EQUIVALENT                          |   |                    |
| 9. BRANCH, DIVISION, ETC.                        |   |                    |
| 10. ADDRESS                                      |   |                    |

|           |  |  |   |   |                                       |                                       |                   |
|-----------|--|--|---|---|---------------------------------------|---------------------------------------|-------------------|
| DATA ONLY | 12. ACTION REQUESTED (Check one)   | a. ACQUISITION BY TRANSFER <input type="checkbox"/>  | b. USE BY RENTAL <input type="checkbox"/> | c. RENTAL FREE <input type="checkbox"/> | 14. NUMBER TO OCCUPY SPACE            | a. INTERMITTENTLY -                   | b. CONTINUOUSLY - |
|           | 13. ARE FUNDS AVAILABLE FOR TRANSFER OR RENTAL?                                | YES <input type="checkbox"/>   | NO <input type="checkbox"/>               | 15. OCCUPANCY (Check one)               | a. PERMANENT <input type="checkbox"/> | b. TEMPORARY <input type="checkbox"/> | c. FROM: TO:      |
| DATA ONLY | 16. (Check one)  | 17. ROOM NUMBERS, BUILDING NAME, ADDRESS, CITY, STATE (If an entire building, omit room numbers) |   |   |                                       |                                       |                   |
|           | NEW LEASE <input type="checkbox"/>   | 18. LESSOR'S NAME  |   |   |                                       |                                       |                   |
|           | LEASE RENEWAL <input type="checkbox"/>   | 19. PERIOD OF LEASE  | 20. NO. OF DAYS NOTICE TO RENEW           | 21. RENEWAL RIGHTS IN GOV'T. UNTIL      | 22. ANNUAL RENTAL                     | 23. ANNUAL AVGE. SQ. FT. RENTAL       |                   |
|           | SUPPLEMENTARY AGREEMENT <input type="checkbox"/>                               | 24. NOTICE REQUIRED FOR CANCELLATION OF LEASE  |   |   |                                       |                                       |                   |
|           | a. ALL SPACES  | GOVERNMENT   | LESSOR                                    | b. ANY PART                             | GOVERNMENT                            | LESSOR                                |                   |
|           |  | DAYS   | DAYS                                      |   | DAYS                                  | DAYS                                  |                   |
|           | 25. CLEARANCE BY GSA FOR PRELIMINARY LEASING ACTION UNDER SPACE ACTION REQUEST |  |   |   | a. REQUESTING AGENCY NO.              | b. GSA CONTROL NO.                    |                   |

|                |                   |             |            |                |                 |                |
|----------------|-------------------|-------------|------------|----------------|-----------------|----------------|
| CLEARANCE DATA | 26. SPACE DETAILS | SQUARE FEET | FLOOR LOAD | CEILING HEIGHT | NUMBER OF ROOMS | 27. FACILITIES |
|                | TOTAL             |             |            |                |                 |                |
|                | OFFICE            |             |            |                |                 |                |
|                | STORAGE           |             |            |                |                 |                |
|                | OTHER             |             |            |                |                 |                |

|   |  |   |  |
|---|--|---|--|
| REQUESTING AGENCY   |  | 29. GENERAL SERVICES ADMINISTRATION   |  |
| THIS REQUEST IS FOR SPACE ACTION <input type="checkbox"/>   |  | a. SPACE REFERRED FOR REVIEW (See attached statement or report) <input type="checkbox"/>              |  |
| THIS REQUEST IS FOR LEASE CLEARANCE <input type="checkbox"/>  |  | b. PRELIMINARY LEASING ACTION AUTHORIZED <input type="checkbox"/>                                     |  |
| certify that the property specified above is necessary the proper functioning of the agency named; the proposed rental is considered just and reasonable, and suitable space can be obtained at a lower rental or for more advantageous terms for the government. |  | c. NO SUITABLE SPACE AVAILABLE; LEASING OF SPACE SHOWN ABOVE IS AUTHORIZED * <input type="checkbox"/> |  |
| AGENCY'S AUTHORIZED OFFICIAL  |  | d. GSA AUTHORIZED OFFICIAL  |  |
| Name _____  |  | Name _____  |  |
| Title _____   |  | Title _____   |  |
| Signature _____   |  | Signature _____   |  |
| Date _____  |  | Date _____  |  |

### IMPORTANT

When authorized by General Services Administration, the signed copy of this lease clearance attached to the original of the leasing instrument will be sent to the General Accounting Office.